

**HUMAN RESOURCES OFFICE**  
**United States Section**  
**INTERNATIONAL BOUNDARY & WATER COMMISSION**  
**United States and Mexico**  
**The Commons, Building C, Suite 100**  
**4171 North Mesa Street**  
**El Paso, Texas 79902**

POINT OF CONTACT: CINDY ERIVEZ, (915) 832-4117

**RECRUITING BULLETIN NO.: STEP 05-01**

**ISSUE DATE:** 03/11/05 (Open Until Filled)  
First Cut-off date: **April 6, 2005**

**POSITION:** Office Clerk (Office Automation), GG-3 (\$10.52 hourly)

**TYPE OF APPOINTMENT:** Students are appointed to the position under the *Student Temporary Employment Program*; Excepted Service, Schedule B 213.3202(a). Students must be enrolled as degree/certificate seeking students and must be taking at least half-time course loads. Students are not eligible for noncompetitive conversion to a career or career-conditional appointment under this authority. *U.S. Citizenship is required.*

**WORK SCHEDULE:** Limited to 20 hours per week, but may work up to 40 hours per week during non-school periods.

**DUTIES:** Performs general support duties. Receives inquiries, including telephone calls and visitors. Screens inquiries by ascertaining their nature and determines the appropriate person for referral. Assists in updating and retrieving voluminous office records, files, and other reports. Operates a computer in order to produce a variety of materials, including correspondence, reports, and forms. Ensures correct grammar, spelling, punctuation, assembly of related materials, and distribution of final documents. Makes photocopies of requested documents.

**WHO CAN APPLY:** Applications will be accepted from all United States citizens. Accommodations will be made for qualified applicants or employees with disabilities, except when doing so would pose an undue hardship on the employing agency. If you need reasonable accommodation for any part of the application and hiring process, notify the Human Resources Office at 1-800-262-8857 ext. 4752 or (915) 832-4752, or by email at [lizlopez@ibwc.state.gov](mailto:lizlopez@ibwc.state.gov). You must meet all legal, and regulatory requirements as of the closing date of this announcement.

**QUALIFICATION REQUIREMENTS:** Students must meet the requirements as stated above in "Type of Appointment." In addition, the following table reflects the amounts of education and/or experience required to qualify:

<u>GRADE LEVEL</u>	<u>GENERAL EXPERIENCE</u>	OR	<u>EDUCATIONAL SUBSTITUTION PERMITTED</u>
GG-3	6-Months		Successful completion of 1 year of study above high school (30 semester hours)

**General Experience:** Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. **Proficiency Requirement:** In addition to meeting experience or education requirements, you must show possession of the skill to type 40 words per minute. Words per minute are based on a 5 minute sample with three or fewer errors. **Applicants must self-certify their proficiency in typing.** (This may be accomplished in block #33 of the SF-171, or block #13 of the OF-612, Application for Federal Employment; or with a simple statement that they have the ability to type 40 words per minute.)

**HOW TO APPLY:** To be considered for this position, you ***must*** respond to the evaluation factors listed below, self-certify their proficiency in typing, as well as complete and submit all of the forms and documents listed below to the address listed at the top of this page.

**EVALUATION FACTORS:** You are required to respond to the elements listed below. On separate sheets of paper, **(A)** fully describe your experience in working with the element to include when and where; **(B)** describe your education and training in the element; and **(C)** describe the most complex issue(s) with which you have dealt.

1. Knowledge of general clerical procedures such as taking and relaying messages, typing documents, and ability to establish, update, and search a variety of office files.
2. Knowledge of automated document processing procedures; ability to store and retrieve electronic documents or files (including updating and posting data to a webpage), activate a printer, document formatting, and transfer data between software packages, i.e., word processing, spreadsheets, database, etc.
3. Knowledge of standard English composition, grammar, spelling, and punctuation.
4. Skill in interpersonal communications in order to interact effectively with others.

**REQUIRED FORMS AND DOCUMENTS:** You must submit all of the following forms and documents in order to be found eligible for consideration under this Recruiting Bulletin.

- 1) Standard Form 171, Application for Federal Employment; Or Optional Form 612, Optional Application for Federal Employment; Or any other format such as a resume with the specific information required by Optional Form 510, Applying for a Federal Job;
- 2) Optional Form 306, Declaration for Federal Employment;
- 3) IBWC Form 336, Ability to Drive Safely;
- 4) Verification of current enrollment as a degree/certificate seeking student and taking at least a half-time course load; and
- 5) Copy of college transcript(s).

**Note:** As a condition of employment, salary payments will be made by Electronic Funds Transfer (EFT), known as Direct Deposit.

**OBTAINING APPLICATION FORMS:** You may obtain forms needed to apply under this JOA by downloading them from the USIBWC's website at: <http://www.ibwc.state.gov> or by calling the Human Resources Office at 1-800-262-8857 ext. 4117 or 915-832-4117 to have the forms mailed or faxed to you. Applications submitted "online" (through the internet) or faxed are **not** accepted.